



MEMORANDUM

To: CITY OF NORTH MIAMI STUDENTS
AGES 16 AND OLDER

From: KHALID SALAHUDDIN, Recreation Supervisor
On behalf of the YOUTH OPPORTUNITY BOARD

Date: March 17, 2014

RE: 2014 SUMMER INTERN PROGRAM

The Youth Opportunity Board of the City of North Miami is once again recruiting students for placement in paid internships with the City this summer. The internships will allow selected applicants an opportunity to learn and become involved in the workings of local government.

All currently enrolled high school students who are 16 years of age or older (as of May 31, 2014) and are **RESIDENTS OF NORTH MIAMI**, are eligible to apply. Applicants should plan on working from June 9 through August 1, 2014. Interested students are encouraged to complete and submit a pre-employment application to Mr. Khalid Salahuddin at 12300 NE 8 Avenue, North Miami, FL, 33161. **The Application must be submitted by 5 PM on Monday, April 21, 2014.**

The following items must be submitted with your completed application:

- 1) Two (2) Reference Letters
- 2) Proof of Residency (**current utility bill at place of residence**)
- 3) Proof of Household Income (**most recent payroll statement or 2013 W-2**)
If no income, parents must submit a notarized affidavit certifying the lack of income.
- 4) Proof of Age (**birth certificate**)
- 5) Picture I.D. (drivers license/school I.D.)

A brief summary of available positions are included with the application packet. It is important to complete all areas of the pre-employment application and attach all necessary supporting documents. Failure to do so may result in you being disqualified from the process. Once all applications have been received and screened they will be sent to the various City departments for each department to arrange an interview with prospective interns.

If you have any questions regarding the program or need additional details, please contact Mr. Khalid Salahuddin at the Parks and Recreation Administrative offices, 305-895-9840 ext. 12221.